



LIFE 2019 // AWAKEN

General Information & Instructions

Before beginning the registration process, please read the general information and registration instructions below. Registration will go more smoothly if you have all the information required. You may want to print a copy of these instructions before you start.

General Information to know before you start the registration process:

1. Registration cost for the group leader, adult leaders, and students depends on your meal plan choice and when you register. A \$150 non-refundable deposit is due per registrant at the time of registration. Payments are set up to be received using the secure online credit card (MasterCard or Visa) payment system. **Note:** If your church system is setup to only use a church check, please contact the Events Office at 719-265-2064.
2. Every group needs a group leader, at least 21 years old, to register the group. This person will receive updated information and registration emails regarding the LIFE conference. (**Note:** The registration system will not be accepted without a group leader).
3. Student **grade completed** requirements to attend LIFE – the minimum, 8th grade, the maximum, 12th grade at the time of the LIFE event.
4. Adult leaders must be at least 21 years old (at the time of LIFE) and responsible for the supervision or custody of minors. Your group must have an adult leader-to-student ratio of one adult leader, same gender to seven students, same gender.
5. Each group will be assigned a folder on our secure NextCloud server. You will receive the folder link after completing the Group Registration. Please reference the NextCloud instruction sheet for accessing, modifying and uploading files.
6. The group leader is responsible to collect and upload to our secure NextCloud server, the following completed forms. Forms can be found on the LIFE website under Registration.
 - a. "LIFE Release Form - student" – every student in your group
 - b. "LIFE Release Form - leader" – every leader in your group
 - c. Medical Form (your church's form) - every member of your group
 - d. Adult Leader Background Check - every adult leader
7. The group leader is responsible to complete the following:
 - a. LIFE 2019 Online Group Registration
 - b. A Group Registration Detail Excel Spreadsheet
 - c. Passkey Housing Registration

8. The housing link will be provided in your confirmation email once your group registration is submitted and your deposit has been received. Due to our hotel contract and financial responsibility there will be a \$50 per person charge to stay outside the LIFE hotel block.
 - a. There will be a \$200 per room, non-refundable deposit due when you book your housing. If you cancel a room this amount will not be transferred to another room or be used toward the group total balance.
 - b. You will only be able to book rooms in direct relation to your total group registration. The Excel spreadsheet will help determine this.
9. You may transfer a cancelled registrant's deposit to a "new" registrant's non-refundable deposit.
10. When entering your group registration all steps must be completed before the registration is submitted to the system. The system will not save your information until the last step is completed which is to scroll down and submit the payment.
11. Additional Payments:
 - a. Credit Card – please use the secure group registration portal
 - b. Checks – write check to ***"The Christian & Missionary Alliance"*** or ***"The Alliance"***
The Christian & Missionary Alliance,
Attn: LIFE Office
8595 Explorer Dr.
Colorado Springs, CO 80920

Quick process overview

1. Register your group - [LIFE Group Registration](#)
 - a. Your confirmation email will provide your NextCloud Folder and Housing link.
2. Download and complete the Group Information Detail spreadsheet and upload it to your folder.
 - a. Always save your file as *Group Registration Detail - <church name>*
 - i. i.e. *Group Registration Detail – Buffalo First Alliance Church*
 - b. The spreadsheet will inform of your permitted number of rooms
3. Follow the Housing link and complete your housing request
4. Download all requested forms and distribute them for completion
5. Upload completed forms as they are returned to you – deadline May 31, 2019
6. Add additional Adult leaders and/or students as necessary
7. Edit your Group Registration Detail spreadsheet as necessary and keep current copy uploaded on the secure Next Cloud server.
8. Make your final payment by May 31, 2019

LIFE 2019 Online Group Registration – [LIFE Group Registration](#)

1. Log into the online registration system using your existing email and password OR create a New User account
2. Enter the information requested
 - a. Name, contact information
 - b. Church name and address
3. Enter the total number of people in your group in the appropriate meal/date field.
 - a. **Important – Each group registers using one meal plan**
4. Enter the total number of people running the LIFE 5k
5. Please indicate your lodging and transportation plans
 - a. **Note:** This information is used for our planning purposes and does not initiate any housing reservations
6. Check the summary information
7. Complete the payment of your deposit

Adding people or changing information

1. You can edit entered information by logging in to this system and making the adjustments.
2. When adding additional people – registration or 5k, simply adjust the total to the new correct number.
 - a. Example: If you originally entered 8 people and 2 additional students registered with you, simply adjust the total from 8 to 10. The system will recalculate your total financial responsibility.
 - b. If adding registrations, please make the appropriate deposit payment
3. Any registrant specific information is kept in the Group Registration Detail spreadsheet so that name changes are simply and easily kept.

If you have questions please contact the LIFE Office – LIFE@cmalliance.org

LIFE Release forms

1. Each person in the group must complete a LIFE Release Form
2. Download the form from the LIFE Registration website
3. Print or send a copy to each person for appropriate signatures
4. Collect completed forms
5. Store one for your records
6. Scan and upload a copy into your secure NextCloud folder